

DEPARTMENTAL BUDGET INFORMATION CITY CLERK (70)

STATEMENT OF PURPOSE

The City Clerk's Office serves as the Scribe for the City Council, maintain public records and custodial duties for the Corporate Seal; certify official documents, administer oaths and take affidavits, and to perform all duties relates to the Chairpersonship of the Department of Elections and exercise other powers and duties as provided by law and addressed in the City Charter of the City of Detroit.

DESCRIPTION

The Office of the City Clerk meets the goals of the agency as defined by City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the legislative and executive branch of government. The City Clerk also maintains the custodial role of the Corporate seal of the City and all duties including certification and administration of all official City documents, oaths, affidavits, including provisions for responding to citizens requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, this office requires ongoing planning, implementation strategies and incorporating goal-based budgeting processes for effective management and the provision of quality services to citizens.

Additional duties and responsibilities of the office of the City Clerk as prescribed by the Charter are to serve as the Chair of Elections and perform oversight duties with the Election Department and provide general oversight in concert with the Election

Commission for all elections that take place in the City of Detroit.

MAJOR INITIATIVES FOR FY 2006-07

- **Digitizing of the City Council Red-Book**

Digitizing the Red-Book would greatly improve Council members access to knowledge of upcoming events on their calendar. By converting the red-book to a digital file and placing it on a server, Council members and staff will be able to access scheduled discussions and hearings from their office/home, computers, laptops, PDA's or cellular telephones. This would allow council/staff and citizens to access knowledge of upcoming events beyond a thirty (30) day period as well.

- **Records Management Project**

The City Clerk is the official keeper of all formal documents, records and historical data on behalf of the City of Detroit. The City Clerk has direct responsibility for maintenance and retrieval of these documents. The goal is to secure the official records in one location and develop a short and long term plan to address storage and retrieval, maintaining legal documents. It is imperative that the Office of the City Clerk acquires a permanent Official City of Detroit Archive of Public Records similar to the systems utilized for Libraries.

- **Codification Project**

The Codification Project is a requirement of the City Charter designed to be updated and codify the City Codes and Ordinance. In F.Y. 2007-2008 the initial work will be continued to comply with the Charter and City Council's Resolution. The Committee assigned to convene and direct the work of this project is Law Department, City

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Council Research and Analysis Division, and the Office of the City Clerk. The primary goal of this project is to codify the technical codes and resolutions having the effect of law and incorporate these provisions along with the 1974, 1984 and 1997 City Charter. The new code of Ordinances will be compiled with other documents into a multi-volume Re-Codification City Code, inclusive of the Executive Organizational Plan, Michigan Constitution of 1963; Michigan Home Rule Cities Act, Michigan Compilation of Laws, Michigan City and Village Zoning Acts, Michigan Compilation Laws 125.581-125 and tables of context, indexes research aids, both Pension Systems governing City of Detroit employees and Ordinances that are addressed in the 1918 and 1974 City Charter that have not been changed or modified by the Ordinances, Resolutions that have not been modified by State and Federal Laws.

• **Laptop Initiative**

In an effort to ensure that City Council members have immediate access for line items, we're planning a laptop initiative to better serves their needs while reducing the amount of paper. Each Council member's laptop would allow them the opportunity to enhance their daily routine as it relates to line item discussions and hearings.

PLANNING FOR THE FUTURE FOR FY 2007-08, FY 2008-09 and BEYOND

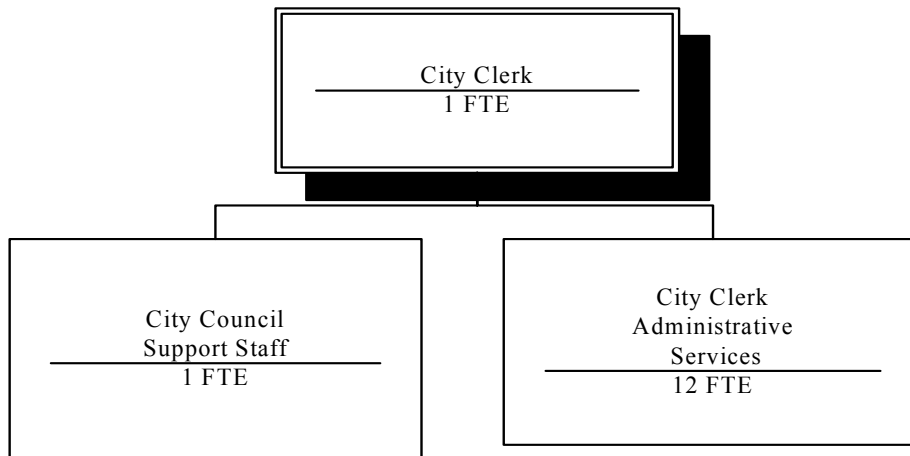
• **Develop and Establish Imaging Project**

Development of a long-range plan to image all formal documents, historical data which will include additional temporary space and possible temporary staff to assist with organizing the project.

• **Space Improvements**

The need to reconfigure existing space within the Office of the City Clerk is a significant and critical goal that has to be addressed.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2005-06 Actual	2006-07 Projection	2007-08 Target
Inputs: Resources Allocated or Service Demands Made			
City Council Sessions	240	210	210
Committee Meetings	100	64	80
Closed Sessions	57	30	25
Discussions Held	420	530	320
Hearings Held	375	40	400
City Council Task Force Meetings	60	60	60
Outputs: Units of Activity directed toward Goals			
Petitions Processed	1,500	1,500	1,150
Ordinances Processed	75	50	45
Dangerous Building Hearings	1,500	1,500	1,200
Neighborhood Enterprise Zone (NEZ) Applications	750	2,500	6,000

**DEPARTMENTAL BUDGET INFORMATION
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	2005-06		2006-07	2007-08		
	Actual		Redbook	Mayor's	Variance	Variance
	Expense			Budget Rec		Percent
Salary & Wages	\$ 1,353,102	\$	1,361,087	\$ 1,399,254	\$ 38,167	3%
Employee Benefits	873,836		1,020,075	930,263	(89,812)	-9%
Prof/Contractual	24,686		46,988	-	(46,988)	-100%
Operating Supplies	349,168		40,000	40,000	-	0%
Operating Services	1,286,668		1,389,546	1,290,135	(99,411)	-7%
Capital Equipment	-		-	-	-	0%
Fixed Charges	6,595		-	-	-	0%
Other Expenses	2,171		3,028	30,000	26,972	891%
TOTAL	\$ 3,896,226	\$	3,860,724	\$ 3,689,652	\$ (171,072)	-4%
POSITIONS	26		29	29	-	0%

REVENUES

	2005-06		2006-07	2007-08		
	Actual		Redbook	Mayor's	Variance	Variance
	Revenue			Budget Rec		Percent
Sales & Charges	\$ 3,824	\$	-	\$ -	\$ -	0%
TOTAL	\$ 3,824	\$	-	\$ -	\$ -	0%